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Class Specifications
for the Class:

OFFSET PRESS OPERATOR IV

Duties Summary:

Supervises and participates in the operation of a printing unit including operating one or more offset printing machines; and performs other duties as required.

Distinguishing Characteristics:

This class involves responsibility for a printing unit involving supervising one or more press operators and including making surface plates from negatives and offset press operation and care.

Examples of Duties:

Discusses and makes recommendations to administrative and other departmental personnel on printing jobs involving layout, type styles, colors, paper stock weight, texture and color, etc., estimates costs of printing jobs; does layout work and may make simple designs or perform similar art work; may set type and operate a proof press; may operate a copying camera to photograph masters, and develop negatives; operates platemaking equipment and burns plates; rubs plates with chemicals to bring out images; mixes inks and matches colors; operates and adjusts an offset press in printing such materials as forms, letterhead, envelopes, brochures, leaflets, pamphlets and catalogs, including multi-color and half-tone jobs; may operate mimeograph and other simple duplicating or copying machines, or a platen press; operates stapling, folding, paper drilling, collating, paper cutting, and other accessory equipment; cleans and maintains equipment, and makes simple adjustments and minor repairs; requisitions and maintains supplies and materials, and may conduct the operation of a departmental central supply room involving office supplies and forms; maintains inventory records and prepares reports of work activities, operating costs, inventory, etc.; organizes, instructs, assigns and checks on the work of clerical workers periodically assigned to perform collating, stapling, taping and similar work tasks; assigns, instructs and reviews the work of one or more subordinates in offset printing machine operation and other work, and evaluates work performance; may instruct others in vari-typing as to layout, spacing of words and letters, etc.; performs art work and may perform photographic work; may conduct the operation of a central storeroom for office supplies and forms.

Knowledge and Abilities Required:

Knowledge of: Making and care of surface plates for printing; operation and care of an offset printing machine; finish and texture of printing paper; office practices and procedures; principles and practices of supervision.

Ability to: Discuss and advise on printing requirements, and estimate printing costs; plan, organize and schedule printing jobs, and maintain a printing unit; perform layout work; operate a copying camera and develop negatives; opaque and mask negatives for surface platemaking; mix inks and match colors; clean, lubricate and maintain offset printing and accessory equipment; make simple adjustments and minor repairs to equipment; maintain records and prepare reports; maintain supplies and equipment; give and receive oral and written instructions.

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This is an amendment to the specification for the class OFFSET PRESSMAN III, which was approved on January 6, 1964, and is to be retitled OFFSET PRESSMAN IV.

APPROVED: 9/24/70

s/David Luke
JAMES H. TAKUSHI
Director of Personnel Services

Note: Class title changed to OFFSET PRESS OPERATOR IV